



**STATE OF NEW JERSEY  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
ACTIVE GUARD/RESERVE (AGR)  
VACANCY ANNOUNCEMENT**



This announcement must be posted on unit bulletin boards until the day following the closing date

**ANNOUNCEMENT NUMBER 66-16**

**INDEFINITE, MAY BECOME PERMANENT**

**Position Title:** BASE SERVICE MANAGER **AFSC:** 3M071

**Opening Date:** 4 May 2016

**Closing Date:** 2 June 2016

**Duty Station:** 177<sup>th</sup> Fighter Wing, Egg Harbor Township, New Jersey

**Military Assignment:** 177<sup>th</sup> FSS, Egg Harbor Township, New Jersey

**Military Grade:** Minimum: TSgt/E-6 \$2,435.70 - \$3,772.50 (base pay range per month)  
Maximum: MSgt/E-7 \$2,816.10 - \$5,061.30 (base pay range per month)  
\*your pay will depend on your years of service; you will also receive other allowances for rations, housing, uniforms, and cost of living\*(normally between \$1000-\$2200 per month).

**Special Note:** This FULL TIME MILITARY duty position vacancy in the Air National Guard is announced and will be filled under the provisions of Section 502(f), Title 32, United States Code.

**Area of Consideration:** AFSC QUALIFIED MEMBERS OF THE NEW JERSEY AIR NATIONAL GUARD OR THOSE AFSC QUALIFIED APPLICANTS ELIGIBLE TO BECOME A MEMBER.  
***MUST HAVE A SECRET SECURITY CLEARANCE.***

**Duties and Responsibilities:** Ensures combat readiness is achieved through the development and implementation of effective unit programs in Services, training and administration. Provides technical guidance and recommendations to the commander on a regular basis regarding Services programs. Coordinates all Prime RIBS taskings with higher headquarters. Request, Prepares and reviews annexes to operations, plans, and orders as they pertain to services [i.e., Base Support Plans (BSPs), Joint Support Plans (JSPs), and Air Base Operability]. Ensures all critical services support is included in these plans and the RIBS team is either capable of meeting the tasked level of services (i.e., has adequate trained personnel, equipment, and supplies) or identifies limiting factors to the commander. -- Provides guidance and defines requirements for RIBS combat support during contingency operations and conventional regional conflicts in accordance with the War Mobilization Plan (WMP). Establishes and maintains the Prime RIBS Team Management Book and ensures recall plans, status reports. Theater clearances, mandays, and orders for tasked personnel. Manages Unit Manning Document (UMD) force structure to ensure that Services Status of Resources and Training System (SORTS) requirements are identified and filled. Develops directives, plans, and programs relative to services of MAJCOM gained resources. Serves as the continual day-to-day point of contact at the Services unit for the senior commander. Maintains close working relationships with the host, ANGRC/CEOS, and gaining MAJCOM. Determines capability of services unit to meet requirements specified in plans, identifies services limitations on equipment capabilities, personnel, etc. Prepares and manages a comprehensive annual budget for training, equipment and supplies, including but not limited to Operations and Maintenance (O&M) funds, Military Personnel (MILPERS) funds, and Subsistence Budget. Manages services unit supply program. Manages the unit mobility program. Monitors and schedules updates of services mobility folders. Manages and ensures effective accomplishment of all services administrative functions. -- Establishes guidelines and sets policy for unit lodging requirements. Manages Blanket Purchase Agreements (BPAs) with host base lodging and contract hotels. Performs other related duties as assigned.

**Point of Contact:** Capt John Dwyer

**Equal Opportunity:** Equal evaluation, consideration and treatment based upon merit, fitness and capability irrespective of race, color, religion, gender or national origin.

**Initial Eligibility Requirements:** Please refer to the General Eligibility Requirements, and Initial Entry Qualifications shown on Page 3. If you have any questions, do not understand, or are not sure about what applies to your particular situation, please call the HRO at 609-562-0705 / 0860 for assistance.

**How To Apply:** Please see the Vacancy Announcement Checklist on Page 3 for the required documentation to submit with your application. Your application will be reviewed for completeness, and for eligibility. If any document required by the Checklist is missing from your packet, please provide a brief explanation of the reason.

**IMPORTANT! APPLICATIONS DETERMINED TO BE INCOMPLETE, INCORRECT  
OR INSUFFICIENT UPON INITIAL REVIEW WILL NOT RECEIVE  
FURTHER CONSIDERATION.**

Persons who meet the General Eligibility and Initial Entry Requirements will have their applications forwarded to a Selection Official or Board for interview and ranking. The selected person(s) will be ordered to Full Time National Guard Duty in Active Guard/Reserve (AGR) status in New Jersey under the provisions of Title 32 USC 502(f).

**Mail To:** Headquarters, New Jersey National Guard, Department of Military and Veterans Affairs, ATTN: HRO-MS, 3650 Saylor's Pond Road, Fort Dix, NJ 08640-7600.

**\*\* Must arrive NLT Close of Business on the Closing Date \*\***

**EXCEPTION TO POLICY:**

Deployed NJ ANG & ARNG military members may submit their application by e-mail or fax to the following (application must be accompanied by Title 10 Orders)

FAX # 609-562-0855, ATTN: J1-HRO-TB-S

E-mail: [ng.nj.njarnng.mbx.nj-job-submission@mail.mil](mailto:ng.nj.njarnng.mbx.nj-job-submission@mail.mil)

**\*\*\*\*BONUS/INCENTIVE RECIPIENTS:** *If you are currently receiving any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full time employment with the National Guard. Contact your RETENTION OFFICE MANAGER.* \*\*\*\*

**Pay and Benefits:** Your Basic Pay and allowances depend upon your grade and the length of creditable service. You will be submitted under the AADPS through USPFO-NJ. You will receive Leave at the rate of 2 1/2 days per month, and be entitled to all Regular Federal Holidays. Your medical care and hospitalization will be administered under the Uniformed Service Health Benefits Program, along with those of any dependents that you have. You are entitled to PCS and TDY travel allowance when applicable. At the completion of at least 20 years of Active Federal Service, you will be eligible for a full retirement. While on AGR tour, you will accrue retirement credits at the rate of one point for each day of service. Members who leave their jobs and enter tour have re-employment rights under the federal USERRA law. Full Survivor Benefits are authorized while on AGR tour. You and all eligible dependents will receive full and unlimited PX/Commissary privileges, an Active Duty or Dependent Identification Card as needed and be enrolled in DEERS. You are subject to military discipline under NJ State Statutes and Regulations.

**Information for Technicians Entering Tour:** Currently employed technicians may compete for AGR positions. If selected, your FEGLI stops the day preceding your entry on active duty, your NGAUSIT will be terminated at the end of the pay period, your Health Insurance will terminate effective on entry into tour. Additionally, any Credit Union deposits and US Savings Bond allotments will terminate, and you must make separate arrangement for the length of tour.

## **TABLE 1 – VACANCY ANNOUNCEMENT APPLICATION CHECKLIST**

The following documents must be submitted by applicants for this position vacancy-

Your application will be reviewed for completeness, and for eligibility. If any document required by the Checklist is missing from your packet, ***please provide a brief explanation of the reason which will be taken into consideration during the qualification process.***

**IMPORTANT! APPLICATIONS DETERMINED TO BE INCOMPLETE, INCORRECT OR INSUFFICIENT UPON INITIAL REVIEW WILL NOT RECEIVE FURTHER CONSIDERATION.**

1. Signed NGB Form 34-1, [http://www.ngbpdc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm) Application for Active Guard/Reserve (AGR) Program, dated **11 Nov 2013 ONLY**. All previous editions are obsolete. Obsolete NGB 34-1 forms will not be accepted.
2. Personnel RIP must be printed within 30 days of submitting package for this Vacancy Announcement.
3. A copy of most recent military physical with current year (AF Form 1042 and/or AF Form 422 and/or DD Form 2992).
4. **A current passing Fitness Report (must be dated within last 365 days and will not expire during the interview process).**
5. Copy of ALL DD Form 214 that has been issued to you, to include basic training.
6. Photocopy of your current **valid unexpired** civilian motor vehicle operator's license. All data must be readable.
7. Any other documents that will support your qualifications i.e. civilian job evaluations, school transcripts, etc.
8. **ON A SEPARATE SHEET OF PAPER, PROVIDE YOUR EMAIL ADDRESS WITH YOUR APPLICATION.** This information will be used to contact you for an interview if you are found qualified or to transmit a letter explaining why you were disqualified. Your email address will also be used to transmit your selection/non-selection letter

### **NOTES:**

- a. Make sure that you enter the Vacancy Announcement number and title on your NGB Form 34-1
- b. Make sure that you sign and date your NGB Form 34-1.
- c. Make all entries legible, and complete all items in full.
- d. Government postage paid envelopes or government facsimile machines may not be used to submit applications for employment, nor will e-mail applications be accepted.

## **TABLE 2 – AIR NATIONAL GUARD ELIGIBILITY REQUIREMENTS**

### **GENERAL ELIGIBILITY REQUIREMENTS:**

1. Must meet physical standards of AFI 36-2905.
2. Must not be under current suspension of unfavorable personnel actions.
3. Applicant must not be entitled to receive federal military retired or retainer pay.
4. Applicants who have voluntarily separated from the AGR program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR program are not eligible to re-enter the program.
5. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in ANGI 36-101 attachment 3.

### **INITIAL ENTRY QUALIFICATIONS:**

1. Must meet entry requirements of ANGI 36-101.
2. Must be medically qualified under AFI 48-123. You must be medically certified as drug free, be tested for HIV within 6 months of initial entry.
3. Airmen transferring between states or entering FTNGD from Active Duty status without a break in service must have a current physical exam.
4. Enlisted personnel must possess an AFSC compatible with the SPMD upon selection for AGR duty, or must sign an agreement to retrain IAW ANGI 36-101, Chapter 5, para 5.2.